



PLANNING AND ZONING DEPARTMENT
JEFFERSON COUNTY/CITY OF MONTICELLO
445 W. PALMER MILL RD, MONTICELLO, FLORIDA 32345

Phone (850) 342-0223 - Fax: (850) 342-0225

JEFFERSON COUNTY
ROAD AND DRIVEWAY CONNECTION PACKET

All new road or driveway connections to a County-maintained road shall be required to obtain a Jefferson County Driveway Connection Permit.

This process will ensure the Road Department:

1. Is aware of all vehicular connections to the County-maintained roadway system;
2. Will determine if a culvert will be required at the connection to the County Road to ensure the continued function of the County Road drainage system.
3. To inspect and determine the culvert was installed correctly.

Driveway connection permits will not be required for additions to existing structures or accessory structures where a driveway exists or for connections to a private road.

The permit fee is \$53.00.

Make checks payable to: Jefferson County Board of County Commissioners

Notify the Road Department at least 24 hours prior to the requested date of inspection.

REQUIRED INFORMATION

Owner Name: _____
Address: _____
Tax ID #: _____
Phone #: _____

Name of County road: _____
Purpose of driveway (CHECK ONE): ☐ Residential, ☐ Commercial, ☐ Development
If Development, approved name of new road: _____

1. Attach a recorded copy of the warranty deed.
2. Draw or attach a simple location map.
3. Stake the middle of proposed driveway with white flagging material.
4. Provide any special instructions, information, or markings below:

Jefferson County Road Department
1484 S. Jefferson Monticello, Fl 32344
Telephone (850)997-2036 Mobile (850) 528-0555 Fax (850)997-6760
David R. Harvey, Superintendent

AGENT AUTHORIZATION FORM
For obtaining *driveway connection* permit

Date: _____

To: Jefferson County Road Department

Property legal description:

By signing below, we, the owners of above property, do hereby grant permission to _____ to obtain the necessary permit for a driveway from the Jefferson County Road Department prior to the day of closing.

Phone number to reach owners _____

Signed _____

Having signed before a notary this ____ day of ____ 20__

Notary _____

Stamp:

Jefferson County Road Department
1484 S. Jefferson Monticello, FL 32344
Telephone (850)997-2036 Mobile (850) 528-0555 Fax (850) ~~528-0555~~
David R. Harvey, Superintendent

Written directions from Courthouse Circle to Proposed driveway location==

DRAW MAP BELOW

Show North Direction



Driveway Culvert Installation & Permit Procedures

1. All driveways or roads entering a County road right of way shall have a driveway culvert installed when necessary to facilitate roadway drainage.
2. The driveway connection shall slope away from the roadway edge at a minimum grade of 2% from the edge of the road pavement to the centerline of the culvert pipe to ensure runoff from the driveway will not cross the County-maintained road. Property owner may be required to install slotted pipe to prevent storm water draining into County roadway.
3. The Road Department Superintendent or his representative shall determine the appropriate pipe diameter (minimum shall be 18") and flow line of the new driveway culvert.
4. The pipe length shall be at least the driveway width plus 4 times the depth of the existing ditch. The minimum pipe length shall be 24 feet plus mitered end sections, (40' total - MES are 8' with 7' concrete cap, see details). Mitered end sections with 4:1 slope are required unless a variance is granted by written permission from the Road Superintendent.
5. The pipe material shall be reinforced concrete pipe on all roads, except corrugated metal may be utilized with written permission from the Road Superintendent.
6. A private contractor will install driveway culverts:
 - (a) A valid permit must be issued.
 - (b) The property owner or the contractor will supply the pipe specified by the Road Superintendent or his representative.
 - (c) The property owner pays all costs.
7. The depth of the existing ditch shall be defined as the vertical height as measured from the edge of the existing road pavement to the bottom of the existing ditch. The Road Department will adjust ditches if needed.
8. The pipe shall be backfilled with clean fill dirt.
9. Driveway connections that connect to a paved road shall be required to pave the aprons with concrete or asphalt. The driveway apron is the area between the edge of the road surface and the right of way or 30' from the road centerline on County-maintained roads where there is no defined right of way boundary.
10. **Note:** If a private contractor installs the driveway culvert, the Road Superintendent must be called to inspect the installation before the contractor can backfill the trench. Failure to have the installation inspected prior to backfilling may result in the Road Department removing the driveway culvert.
11. The Road Department Superintendent or his representative will inspect the culvert at the request of the property owner or his authorized representative/agent.
12. The Pre-Final Building Inspection will **NOT** be issued until the culvert installation is completed and inspected.